

OFFICE OF THE STATE REGISTER INSERTION ORDER (eff. 08/02)
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(SUBMIT A SEPARATE INSERTION ORDER PER DOCUMENT)

☐ **EMERGENCY RULE** ☐ **NOTICE OF INTENT** ☐ **RULE** ☐ **POTPOURRI**

REFER TO INSTRUCTIONS ON REVERSE SIDE

This is your authority to publish in the (month) _____, 20 _____ *Louisiana Register* the document indicated above.

Office/Board/Commission promulgating this document

Department under which office/board/commission is classified

(name) _____ (title) _____
Name and title of person whose signature will appear in the
publication (at the end of the document)

(name) _____ (phone) _____ (fax) _____
Name, phone number, and FAX number of person to contact
regarding this document

Provide a short descriptive listing for this document to be used in
the *Louisiana Register's* **TABLE OF CONTENTS/INDEX** (note: this
description should match the fiscal statement title, if sending a
Notice of Intent:

*If sending a diskette, indicate the name of the file on diskette:

Important: If submitting both an Emergency Rule (ER) and a Notice
of Intent (NOI) to be published this month, **AND** if the rule text in the
ER is identical to the rule text in the NOI, check here: ☐

Signature of Agency Head or Designee

Print Name and Title of Agency Head or Designee

CERTIFICATION OF AVAILABLE FUNDS

DOCUMENT # _____

☐ **ISIS AGENCY:** I certify the availability of fiscal year _____ appropriated funds for the payment of the above referenced publication
and authorize the processing of an Interagency Billing with the following coding on the 30th of the month of the publication. Attach supplemental
sheet for additional lines of coding.

AGENCY	ORGANIZATION #	OBJECT	SUB-OBJECT	REPORTING CATEGORY
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☐ **NON-ISIS AGENCY:** I certify the availability of fiscal year _____ appropriated funds for the payment of the above referenced
publication and agree to place corresponding invoice in line for payment upon receipt.

Billing Address for Agencies:

Signature of Agency Head or Designee - Phone # _____

Agency Name

Street Address or Post Office Box

City

State

Zip Code

Lines/Other Charges _____ Typesetting \$ _____ TOTAL \$ _____

EMERGENCY RULE (ER) INSTRUCTIONS:

1) For an ER which **HAS NOT BEEN PUBLISHED** in the *Louisiana Register* within recent months (either as a previous ER or as a NOI), send the **new** ER on *diskette and include with the completed insertion order: opening/introductory paragraphs containing effective date and number of days ER in effect; and rule text in LAC codified form with updated Authority and Historical Notes.

2) For an ER which **HAS BEEN PUBLISHED** in the *Louisiana Register* within recent months (either as a previous ER or as a NOI):

a) if **MINOR REVISIONS** are made, XEROX a copy of the previous ER or NOI from the *Louisiana Register*, and show changes/revisions with a red pen; or

*b) if **MAJOR REVISIONS** are made, send a **new** ER on *diskette and include with the completed insertion order: opening/introductory paragraphs containing effective date and number of days ER in effect; and rule text in LAC codified form with updated Authority and Historical Notes.

NOTICE OF INTENT (NOI) INSTRUCTIONS:

1) For a NOI which **HAS NOT BEEN PUBLISHED** in the *Louisiana Register* within recent months (either as a previous NOI or as an ER):

a) send the **new** NOI on *diskette and a hard copy. Include, with the completed insertion order: opening/introductory paragraphs; rule text in LAC codified form with updated Authority and Historical Notes; family impact statement; interested persons paragraph; and public hearing paragraph (if one is scheduled). **ALSO** send fiscal and economic impact statement containing **ORIGINAL** signatures.

2) For a NOI which **HAS BEEN PUBLISHED** in the *Louisiana Register* within recent months (either as a previous NOI or as an ER):

a) if **MINOR REVISIONS** are made, XEROX a copy of the previous NOI or ER from the *Louisiana Register*, and show changes/revisions with a red pen; send the completed insertion order and a *diskette with opening/introductory paragraphs; interested persons paragraph; and public hearing paragraph (if one is scheduled). **ALSO** send first page of fiscal statement containing **ORIGINAL** signatures; **OR**

*b) if **MAJOR REVISIONS** are made, send a **new** NOI on *diskette and include, with the completed insertion order: preamble/introductory paragraphs; rule text in LAC codified form with updated Authority and Historical Notes; family impact statement; interested persons paragraph; and public hearing paragraph (if one is scheduled). **ALSO** send fiscal and economic impact statement containing **ORIGINAL** signatures.

RULE (RUL) INSTRUCTIONS:

1) If the NOI was published in full (rule text included) XEROX the entire NOI from the *Louisiana Register* (including page numbers and document number at the end of the fiscal statement) and show changes/revisions with a red pen and include with the completed insertion order.

2) If the NOI referenced the reader to rule text in an ER, XEROX the entire NOI from the *Louisiana Register* (including page numbers and document number at the end of the fiscal statement) and XEROX the entire ER from the *Louisiana Register* (including page numbers and document number at the end of the document); show changes/revisions with a red pen and include with the completed insertion order.

3) If the NOI was referenced (rule text was not printed) xerox the entire NOI from the *Louisiana Register* (including page numbers and document number at the end of the fiscal statement) and show changes/revisions with a red pen and include with the completed insertion order. **IMPORTANT: if changes/revisions have been made to the unpublished rule text since it was originally proposed through the NOI, send a NEW *diskette of the rule text with all changes incorporated into the document.**

POTPOURRI (POT) INSTRUCTIONS:

Send a completed insertion order and a *diskette containing the document.